

DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

ADDENDUM NO. 3

TO THE

REQUEST FOR QUALIFICATIONS

FOR THE

HONOLULU HIGH-CAPACITY TRANSIT CORRIDOR PROJECT
AIRPORT SEGMENT GUIDEWAY AND UTILITIES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RQS-DTS-1100916

ISSUED: March 1, 2011

NOTICE TO ALL PROSPECTIVE OFFERORS:

This Addendum is hereby made a part of the Request for Qualifications for the HONOLULU HIGH-CAPACITY TRANSIT CORRIDOR PROJECT, AIRPORT SEGMENT GUIDEWAY AND UTILITIES CONTRACT, and it shall amend the said Request for Qualifications in the following respects:

A summary of the changes is provided below. Interested offerors should not rely solely on the summary below as it may not be comprehensive. Where there is a conflict between the summary and the addendum, the latter will prevail.

This Addendum No. 3 includes the following changes to the Request for Qualifications:

- Extends the response due date to March 14, 2011
- Adds prime-major subconsultants as a possible team structure in the SUBMITTAL MATERIAL REQUIREMENTS section
- Adds the evaluation of major subconsultants into the SELECTION Evaluation Criteria section

ITEM NO. 1 – NOTICE OF REQUEST FOR QUALIFICATIONS FOR AIRPORT SEGMENT GUIDEWAY AND UTILITIES

Delete the first paragraph in its entirety and replace with the following:

“LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS responding to this Request for Qualifications (RFQ) will be accepted up to 2:00 p.m. Hawai'i Standard Time (HST) on March 14, 2011, to Mr. Toru Hamayasu, Chief, Rapid Transit Division, Department of Transportation Services, 1099 Alakea Street Suite 1700, Honolulu, Hawai'i, 96813.”

ITEM NO. 2 - NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES, SUBMITTAL MATERIALS REQUIREMENTS

Delete this item in its entirety and replace with the following:

SUBMITTAL MATERIALS REQUIREMENTS

1. Letter of interest. The letter of interest must include contact information (name, title, name of firm, mailing address, phone number, and e-mail address) for the authorized representative(s) of the firm(s) signing the letter of interest. Please ensure that contact information is up-to-date. If RTD needs to contact you regarding your submittal materials, it will be through the contact person named in the letter of interest. In the case of a team approach, the letter of interest must indicate whether the team members intend to form a partnership, joint venture, prime-major subconsultant or other legal or organizational structure. If the organizational structure is prime-major subconsultant, the prime firm, which could be a corporation, joint venture, partnership, etc., and the major subconsultant firm(s), must be clearly identified. Signing of the letter of interest attests that the information provided therein is current and factual.
2. Information on the Offeror. (In the case of a partnership or joint venture submit information for the respective partnership or joint venture entity itself *and* for each member firm making up the partnership or joint venture. In the case of a prime-major subconsultant, submit information for the prime and the major subconsultant(s).)
 - A. Name of the firm, the year the firm was established under the current name, the principal place of business, and location of all its offices.
 - B. Former firm names. Indicate any other previous names for the firm during the last five (5) years and the year the name change was effective.
 - C. Type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).
 - D. The annual revenues and average number of employees over the past five (5) years.
 - E. The names and phone numbers of a maximum of five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the past twelve (12) months, preferably for services similar to those required for the Airport Segment Guideway and Utilities Contract.
 - F. A statement as to whether the firm, its principals or key employees presently, or in the past, are, or have been, involved in any debarment or suspension proceedings.
 - G. A statement identifying any contract involving the firm that was terminated for default within the past three (3) years.

- H. Provide a list of example projects which best illustrate the firm's relevant qualifications for this assignment. The list must not exceed fifteen (15) recent projects that include major projects undertaken and completed within the past ten (10) years. Provide the following information for each project listed:
- 1) Title and location of the project;
 - 2) Project owner and owner's project number;
 - 3) Primary role of the firm;
 - 4) Brief description of the work;
 - 5) Period of performance (start and end dates);
 - 6) Final contract value;
 - 7) Percent of work completed by the firm under the contract;
 - 8) Identify any project claims and litigation involving your firm (if none, so state); and
 - 9) Did the project involve federal funds (yes or no).
- I. Any promotional or descriptive literature which the firm desires to submit.

3. Key individuals.

- A. Identify the persons who will be assigned to the key positions listed below:
- 1) Project Manager
 - 2) Design Manager
 - 3) Quality Assurance Manager
 - 4) Lead Structural Engineer
 - 5) Lead Trackwork Engineer
 - 6) Lead Geotechnical Engineer
 - 7) Lead Utilities Engineer
 - 8) Lead Civil Engineer
 - 9) Lead Maintenance of Traffic Engineer
 - 10) Interface Manager (person who interfaces with other contractors/contracts)
 - 11) Public Involvement Liaison
- B. Provide resumés for the persons identified above and for any other individuals deemed to have a major role in providing the services. The resumés must include:
- 1) Total years of experience and number of years with the current firm;
 - 2) Education (highest relevant academic degree(s) and specialization for each degree);
 - 3) Current professional registration (registration number, state, and discipline). The name on the professional registration must match the name in Section 3.A, above;
 - 4) Work experience on up to five (5) relevant projects. Include a brief description of the project (scope, size, cost, etc.), the person's specific role on the project, the year the person's work on the project was completed, and the person's employer for the project; and
 - 5) Names, titles, and contact information for a maximum of three (3) references.

C. Other related information:

- 1) Identification and roles of each subconsultant firm proposed to work on the Contract (this section must not exceed two (2) pages);
- 2) An organization chart of the proposed Professional Services team which includes the key individuals identified in Section 3.A, above;
- 3) Demonstrated capability to undertake the financial responsibilities associated with this Professional Services Contract;
- 4) A narrative on the unique approach Offeror will undertake to accomplish the work;
- 5) Any other pertinent information that should be considered in the evaluation of the firm's qualifications (this section must not exceed five (5) pages).

Should any of the list or page limitations referenced above be exceeded, any SUBMITTAL MATERIALS beyond the limitation may not be considered.

In accordance with Hawai'i Administrative Rules (HAR) §3-122-63(b), the statements of qualifications and related information submitted by all Offerors (SUBMITTAL MATERIALS), except those portions for which a written request for confidentiality has been made per HAR §3-122-58, will be open to public inspection upon posting of the award of this Contract. Offerors shall designate in writing those portions of their SUBMITTAL MATERIALS that contain trade secrets, proprietary, or confidential commercial and financial information that are to remain confidential, subject to HAR §3-122-58. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. Material designated as confidential must be readily separable from the SUBMITTAL MATERIALS to facilitate inspection of the non-confidential portion of the SUBMITTAL MATERIALS. Designation of the entire SUBMITTAL MATERIALS as confidential will not be acceptable and shall be invalid."

ITEM NO. 3 – NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES, SELECTION

Delete this item in its entirety and replace with the following:

SELECTION

The City will evaluate SUBMITTAL MATERIALS according to the criteria identified below. The criteria are listed in descending order of importance.

Evaluation Criteria

1. Experience and professional qualifications relevant to the Airport Segment Guideway and Utilities Contract, including segmental viaduct experience;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time;
4. Project approach; and
5. The proposed means, methods and approach to providing the requisite Professional Services in their entirety including the distribution of work between the prime and major subconsultants."


**ITEM NO. 4 – NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES,
DEADLINE**

Delete the first paragraph in its entirety and replace with the following:

"An **original and seven (7) copies** of the SUBMITTAL MATERIALS packet shall be submitted not later than March 14, 2011, 2:00 p.m. HST to:

Mr. Toru Hamayasu, Chief
Rapid Transit Division
RQS-DTS-1100916
Department of Transportation Services
1099 Alakea Street, Suite 1700
Honolulu, Hawai'i 96813"

APPROVED:


Michael R. Hansen, Director
Department of Budget and Fiscal Services